

**Iowa Department of Education**  
**Bureau of Nutrition and Health Services**  
**State Review Summary Report**  
**YOUTH & SHELTER SERVICES (02258000)**  
**Date of Review: 6/26/2017 – 6/28/2017**

**Program Year:** 2017  
**Month of Review:** April  
**Lead Reviewer:** Jean Easley  
**Org Representative(s):** Anna Andrews

**Org - Level Findings**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
200 - Verification	V-0200	Applications must be "confirmed" prior to beginning the verification process. This simply means the application must be reviewed by another individual and is dated and signed by "Confirming Official" on bottom of application near "Determining Official". This individual understands requirements, double checks math, double checks last four # of SSN and adult signatures are listed. The purpose is to check accuracy prior to beginning verification. The Determining Official and the Confirming Official must be different individuals.	For your response, state your plan to participate with Verification and Verification Collection Summary Webinars annually. Consult pertinent dates listed on the Bureau of Nutrition Calendar found under Download Forms on IowaCNP. Provide the name of the person planned to be your "Confirming Official".	
300 - Meal Counting and Claiming	V-0300	Meal Counts were not to be taken at the Point of Service. This does not match your application which states a Roster system is used and the Point of Service is taken at the end of the line.	A Roster list of students was put into practice during the onsite review. State your understanding of meal counts must be taken at the Point of Service.	
700 - Resource Management	V-0700	Beginning July 1, 2016, SFAs (School Food Authorities) are required to have a written Procurement Plan and a written Code of Conduct that covers solicitation. YSS does not have a comprehensive written Procurement Plan that includes federal and local thresholds, procurement methods and documentation for all purchases.	Complete a written procurement plan. Include a written Code of Conduct specific to Child Nutrition Programs. The Code of Conduct will need to address accepting gratuities, favors, or other monetary items. Spell out disciplinary action for violations of the code and how there are checks and balances in the policy to ensure that no one single person has total control over any one aspect of finances.	
700 - Resource Management	V-0700	Financial Report is not completed in IowaCNP.	Complete the Financial Report on IowaCNP. State your understanding this is reporting requirement due September 30 annually.	
800 - Civil Rights	V-0800	Racial/Ethnic Data is not documented.	Please complete and submit the Racial/Ethnic Form and state your intention to complete and maintain annually.	

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900 - SFA On Site Monitoring	V-0900	On Site Monitoring Documentation is not available.	Complete the On-Site review of the meal counting and claiming procedure by 8.7.17 and submit to the State Agency.	
1200 - Professional Standards	V-1200	PROFESSIONAL STANDARDS: A training plan is needed for director, managers and staff to meet nutrition training requirements. 12 hours documented training for director, 10 hours for managers, 6 hours for staff >20 hours and 4 hours for staff <20 hours. SFA's must have a system to track training. Training logs should include: employee name, position, title of training, KEY Area (refer to learning objectives) training topics, date training completed, creditable training hours.	Submit your plan for training for the upcoming school year for training Director, Managers, Staff. List specific topics and webinars to meet required hours for each category. Submit the tracking document to be used and who will take charge of training and tracking hours.	

**Site - Level Findings: Seven-12 House (8604)**

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	Fluid milk was not available in at least two required varieties throughout the serving period on all meals service lines.	For your response, state your plan for ensuring staff offer two choices of milk at breakfast and lunch.	
400 - Meal Components and Quantities - Lunch	V-0400	"Beanie Weenies" served day of the review did not meet 2 oz M/MA serving size. Hot dogs are cut into small pieces, so there was no way to confirm each student received the required portion. (Serve one complete hot dog to ensure complete M/MA is served. )	For your response, submit revised menu with portion sizes for Grade 9 - 12 for the day of the review.	
400 - Meal Components and Quantities - Lunch	V-0400	Meal Pattern Findings: 4/9: Insufficient Grain as WG Bun credits for 1.75 of required 2 Grains for Grade 9 -12. 4/10: Insufficient M/MA and Grain as Asian Chicken Noodles credits for 1.5 M/MA and 1 Grain. 4/12: Insufficient Grain and Insufficient Fruit as Chicken Nuggets credits for only 1 Grain; Raisels credits for 1/2 cup fruit and no other fruits are offered according to menu and Food Production Record. 4/14: Insufficient Fruit. Side Kick credits for 1/2 cup and no additional fruit offered. No Legume served during week. Water is not offered.	For your response, submit 1. a corrected and revised menu for week of 4/8 showing portion adjustments made for Grades 9 - 12 making the menu compliant for Grade 9 - 12. 2. Submit documentation for: Raisels, Sidekick, Hamburger Bun; and revised recipes for Meat Ball Sub and Philly Cheese Steak, showing corrected crediting information. 3. One week of completed Food Production Records for the Seven 12 House.	
500 - Offer versus Serve	V-0500	There is no signage at or near the beginning of the service line explaining what constitutes a reimbursable meal.	For your response, share a photo of the signage posted showing how to build a reimbursable breakfast and lunch.	
1300 - Water	V-1300	Free potable water is not available to all students for lunch and for breakfast.	For your response, share your plan for ensuring water is made available at meal service.	
1400 - Food Safety	V-1400	A written Food Safety Plan was not is available at the Seven-12 House. Although a copy is available on the Intranet for staff access and a	State your plan to include a hard copy of the Food Safety Plan at each site location, who will be responsible for reviewing and updating the plan, and	

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		part of initial staff training, a copy is to be available at each location. In addition, documentation must be maintained showing a request was made for a second annual health inspection.	how it will be incorporated into annual staff training for Professional Standards. State your understanding that a second health inspection must be requested annually and whose responsibility it will be to request and maintain documentation.	
1700 - Afterschool Snack	V-1700	Portion sizes for two snack components are not listed on the menu. Food Production Records are not completed daily, so there is no verification of foods and portions served. The 4 week onsite review form was not completed within the first four weeks of operation.	For your response, submit 1 - a revised snack cycle menu including serving sizes. 2 - completed production records for one week. 3 - A completed copy of the On-site Review Form for the Seven 12 House.	

**Org - Level Technical Assistance**

Area	Question	Comments
100 - Certification and Benefit Issuance	120 How and when are the following changes made to the point of service and benefit issuance document:	Clarified 30 day carryover means for the first 30 operating days of the school year or for Youth Shelter Day Treatment, this means 30 days from July 1 to July 30 as meals are served on the weekends. New applications are due on July 31. The new eligibility determination supercedes the carryover eligibility.
100 - Certification and Benefit Issuance	121 a. Is there a back-up system for updating benefit issuance document(s)?	It is recommend to have a back- up system for updating benefit issuance documents. A Confirming Official is a logical back up person who understands your process in cases when Determining Official is unavailable.
200 - Verification	211 If applicable, did the SFA's notice of adverse action contain all required information, including notification of appeal rights? If NO, explain.	Recommend revising "We Have Checked Your Application" letter to households when following up with those who do not respond to verification. Revise letter to explain although their child will continue to receive meals at no cost, YSS reimbursement changes as result of their not responding. This will be to the benefit of YSS as reimbursement is affected.
300 - Meal Counting and Claiming	305 What are the SFA's meal counting and claiming policies and procedures for the following situations (as applicable):	OvS: Application state Offer vs Serve, as well as practices observed support OvS is practiced appropriately. However, Food Production Record on day of review indicated "no" to OvS initiated by the organization providing meals for Seven 12 House. There is inconsistent guidance from this organization pertaining to serving sizes to be provided. Recommended training on requirements of Food Production Records and Meal Pattern annually for all staff.
800 - Civil Rights	800 What is the non-discrimination statement that is used for appropriate Program materials (please provide exact language)?	Civil Rights Training should also include specific to those working with nutrition program. Updated Training for all working with nutrition programs is available on our website. All correspondence pertaining to nutrition program is to include the USDA and State Non Discrimination Statement. An abbreviated statement may be used on menu.
1200 - Professional Standards	1219 a. Please describe the frequency (i.e. annually, quarterly, monthly etc.) in which training hours are being tracked. i.e. entered into a tracking mechanism.	Annual Training Recommended: Civil Rights, Food Safety, Meal Pattern, Offer vs Serve, Food Production Records.

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		Shared Resources: Guidelines and Resources for Training New School Nutrition Directors, What's New in School Nutrition Webinars, Tutorials, Institute of Child Nutrition On-line Courses, Summer Short Course.
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**Site - Level Technical Assistance Seven-12 House (8604)**

Area	Question	Comments
400 - Meal Components and Quantities - Breakfast	406 If school is serving multiple menus and/or age/grade groups, is the meal service structured to comply with the required age/grade group meal pattern requirements?	Seven 12 House may also serve Grades 6 - 8 students, who require a different meal pattern than 9 - 12. This was not observed during the review. You may request an Age/Grade Pattern Waiver to serve the same meal pattern to all students, if you feel student safety may be a consideration. Submit waiver request to <a href="mailto:Ann.Feilmann@iowa.gov">Ann.Feilmann@iowa.gov</a> .
400 - Meal Components and Quantities - Lunch	400 a. Were all required meal components available on every reimbursable meal service line to all participating students prior to the beginning of meal service?	Contracted meals arrived without WG Bread or Instruction to provide WG Bread day of observation. Technical Assistance was given to staff to offer 2 Slices WG Bread was offered in addition to menu provided by contracted service. Meal Pattern and Food Production Record training is to be included in annual training for staff, as staff did not understand the required Meal Pattern for Grade 9 - 12.

**Org - Level Commendations**

Description
FOOD SAFETY: A Written Food Safety Plan is available and is a component for training new employees.
CIVIL RIGHTS: The And Justice for All civil rights poster was posted in eating area, annual civil rights training was provided for staff and documented. No discrimination was observed. The correct federal and state non-discrimination statements were provided on eligibility applications and letters provided to households at site with day students.
MEAL COUNTING and CLAIMING: Meal counts during the on-site review were reasonable when compared to the review month counts.
WELLNESS: A wellness policy includes goals to promote student health, nutrition promotion, nutrition education, and physical activity. A system is in place for measuring goals.

**Site - Level Commendations Seven-12 House (8604)**

Description
NUTRITION: A variety of entrees, fruits, and vegetables are offered throughout the month for breakfast, lunch and afterschool snack —including many fresh fruits and vegetables. Students had sufficient of time to eat after receiving meals.
OvS: Offer vs. Serve is being implemented properly. All students were observed to take a reimbursable meal including at least 1/2 cup of fruit and/or vegetable.
STAFF: Staff are observed to be friendly, helpful, encouraging and good role models to student clients, as observed during Breakfast, Lunch and Afterschool Snack.
AFTERSCHOOL SNACK: A nutritious "After School Snack Program" is offered to students at Seven 12 House. Two components are offered as required. There are no a la carte or competitive foods offered to residential students.

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